

## INSTRUCTIONS FOR REINSTATING YOUR MASTER OR JOURNEYMAN PLUMBER LICENSE

### Lapsed less than 3 years

1. Complete the application on the front of this form. Sign and mail the form with documentation of continuing education and the fee of \$150.00 for master plumber and \$70 for journeyman plumber, made payable to the "Georgia Construction Industry Licensing Board" and send to GCILB, P.O. Box 13446, Macon GA 31210
2. *An incomplete or unsigned application will be returned, and your application will not be considered until the completed application and fee have been received.*
3. Record your license number on your check or money order. Do not send cash. Checks returned for insufficient funds will be assessed a \$30 service charge pursuant to **O.C.G.A.** 16-9-20, and the application will be considered incomplete.
4. You may submit a name change with your reinstatement application. A name change must be submitted in writing, accompanied by supporting legal documentation (i.e., copy of marriage license, divorce decree, court contractor.)
5. You may update your mailing address with your reinstatement application. Please indicate if this is a new address.
6. **Continuing Education:** See Board Rule 121-4-.06 regarding Continuing Education requirements on the web page: [www.sos.ga.gov/plb/construct](http://www.sos.ga.gov/plb/construct). To reinstate your license you must have completed 4 hours of continuing education for each license year ending November 30<sup>th</sup>, excluding the year in which you were originally licensed. Continuing education must be related to plumbing and conducted by a college, technical college, or trade association. Retain documentation of continuing education for at least 5 years.
7. Attach documentation of your having completed the required continuing education.
 

|                         |          |
|-------------------------|----------|
| Lapsed less than 1 year | 8 hours  |
| Less than 2 years       | 12 hours |
| Less than 3 years       | 16 hours |
8. If you have a conviction or board disciplinary action, attach a certified court record or board disciplinary order. **NOTE:** In addition to reporting convictions and pleas on the this application, license holders are required to report to the board any felony or drug related conviction within 10 days of the date of the conviction
9. Licenses lapsed more than 3 years must be reinstated by re-examination and requires a different application. See the web page for this form.

Amt. recd \_\_\_\_\_

Date \_\_\_\_\_

Rec. # \_\_\_\_\_



## The Office of Secretary of State

### APPLICATION FOR REINSTATEMENT MASTER & JOURNEYMAN PLUMBERS LICENSE *Use this only if your license has been lapsed less than 3 years!*

#### PERSONAL INFORMATION

License Number being reinstated: MP / MPR / JP : \_\_\_\_\_

IS THIS A NEW ADDRESS? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
[For Identification, Law Enforcement, Statistical and Administrative Purposes] Month/Day Year

MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip Code

IF YOUR MAILING ADDRESS IS A P.O. BOX  
YOU MUST LIST A PHYSICAL ADDRESS: \_\_\_\_\_  
Street City State Zip Code

HOME PH: ( ) \_\_\_\_\_ CELL PH: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Please answer the following questions

1. Have you: (a) been convicted of a misdemeanor (other than a minor traffic violation?) in the last 5 (five) years; (b) ever been convicted of or entered a plea of guilty, nolo contendere, or under "First Offender Act" on a felony? DWI or DUI are not considered to be minor offenses. \_\_\_\_\_No \_\_\_\_\_Yes (If "yes", submit : a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND b) a statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole. Your application will not be processed until this information is received.
2. During the last 5 years, has any disciplinary action been taken against you by any state board or any other regulatory board? \_\_\_\_\_No \_\_\_\_\_Yes (If "yes", submit a copy of such action with your application.)
3. Have you completed continuing education as required by the Board Rule 121-4-06? (Attach Documentation) \_\_\_\_\_No \_\_\_\_\_Yes

I am applying for reinstatement of my state plumber license. By signing below, I authorize the Board to receive from any criminal justice agency, any criminal history information regarding me. Under perjury, I swear or affirm that the information that I have provided in this application is correct to the best of my knowledge.

Signature of licensee: \_\_\_\_\_ Date: \_\_\_\_\_